

**GLOUCESTER COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – Thursday, October 26, 2023  
ZOOM VIRTUAL MEETING  
11:00 AM**

Meeting called to order by Tim Sheehan, Chairman. Open Public Meetings notice read into record.

**ROLL CALL OF COMMISSIONERS:**

Timothy Sheehan, Chairman	Present
Scott Burns, Esq., Vice Chairman	Present
Karen Christina	Present
George Hayes (Alternate)	Excused

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
Claims Service	Inservco Insurance Services, Inc. <b>Richard Crooks, Sureatha Hobbs, Amy Zeiders, Veronica George</b>
	Qual-Lynx <b>Chris Roselli</b>
	Medlogix <b>Jennifer Goldstein</b>
	PERMA <b>Robyn Walcoff, Shai Mcleod</b>
Treasurer	<b>Tracey Giordano</b>
Underwriting Services Director/RMC	Hardenbergh Insurance Group <b>Christina Violetti, Danielle Colaianni</b>
Auditor	Bowman & Company <b>Dennis Skalkowski</b>
Attorney	Chance & McCann, LLC <b>Kevin McCann, Esq.</b>
Safety Director	J.A. Montgomery Risk Consulting <b>Glenn Prince</b>

**ALSO PRESENT:**

Cheryl Y. Lewis, Rowan College of South Jersey  
Carolyn Oldt, Gloucester County Library Commission  
Susan Panto, Conner Strong & Buckelew  
Prudence Higbee, Esq., Capehart & Scatchard  
Bradford Stokes, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES:** Open and Closed Minutes of September 27, 2023

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF SEPTEMBER 27, 2023**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**CORRESPONDENCE: NONE**

**SAFETY & ACCIDENT REVIEW COMMITTEE REPORT:** Chairman Sheehan reported the Safety & Accident Review Committee did not meet and there was nothing further to report.

**CLAIMS COMMITTEE:** Chairman Sheehan advised the Claims Committee met on October 12<sup>th</sup> to discuss the PARS and SARS, which would be discussed further in closed session. In response to Chairman Sheehan's inquiry, no one had anything else to discuss.

**EXECUTIVE DIRECTOR REPORT:** Executive Director said his report was included in the agenda and there was one action item.

**2022 AUDIT REPORT** – The Auditor's Report as of December 31, 2022, was sent under separate cover to the Fund Commissioners. Mr. Skalkowski of Bowman & Company, LLP reviewed the 2022 Audit with the Executive Director, Chairman Sheehan, and the Commission Treasurer prior to the October meeting. Mr. Skalkowski reported a clean unmodified opinion on the financial state and internal controls of the Commission adding the Commission ended 2022 in a net position of \$3,946,638; an increase of \$700,000 from 2021. Included in the agenda was Resolution 68-23, Certification of Annual Audit Report for Period ending December 31, 2022, along with the Group Affidavit Form. There were no additional questions.

**MOTION TO APPROVE RESOLUTION 68-23, CERTIFICATION OF ANNUAL AUDIT REPORT FOR PERIOD ENDING DECEMBER 31, 2022**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Roll Call Vote	3 Ayes – 0 Nays

**CERTIFICATE OF INSURANCE REPORT** – Executive Director said included in the agenda was the certificate of issuance report from the NJCE which lists those certificates issued in the month of September. There were (5) five certificates of insurance issued during the month.

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND** - The NJCE met on September 27, 2023. Included in the agenda was a summary report highlighting important actions taken, such as the approval of the 2022 Audit, approved reappointment of the Claims Administrator and the 2024 budget timeline. Executive Director said the NJCE Board of Fund Commissioners agreed to adopt the 2024 Budget in January 2024 to allow the marketing to play itself out on the excess renewal and determine how the property appraisals and large looming claims will affect the budget. Executive Director added the NJCE is scheduled to introduce the 2024 Budget on November 17, 2023.

**2024 GCIC BUDGETS (PROPERTY & CASUALTY & HEALTH DENTAL BUDGET)** – Executive Director said we will introduce the 2024 Budgets at the December 7<sup>th</sup> meeting and

schedule a Public Hearing and budget adoption in January. The Commission is not scheduled to meet in November.

**GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK** - Included in the agenda was a copy of the Property & Casualty Financial Fast Track Report for the month of July. Executive Director reported as of July 31, 2023, there was a statutory surplus of \$2,878,496. Line 10 of the report, “Investment in Joint Venture” is the Gloucester County Insurance Commission’s share of the equity in the NJCE \$1,971,544. The total cash amount is \$5,654,299.

**NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK** – Included in the agenda was a copy of the NJCE Financial Fast Track Report for the month of August. Executive Director said as of August 31, 2023, the NJCE has a surplus of \$13,387,082. Line 7 of the report, “Dividend” represents the dividend figure released by the NJCE of \$6,707,551. The cash amount is \$34,491,764.

**GCIC HEALTH BENEFITS FINANCIAL FAST TRACK** – Included in the agenda on was a copy of Health Benefits Financial Fast Track for the month of July. Executive Director said as of July 31, 2023, there is a statutory surplus of \$407,331. The total cash amount is \$488,673. Ms. Panto reported the Dental budget has been running consistent and the 2024 budget has been prepared.

**CLAIM TRACKING REPORTS** - Included in the agenda were copies of the Claim Activity Report and the Claims Management Report Expected Loss Ratio Analysis report as of July 31, 2023. Executive Director reviewed the report noting the Commission experienced a tough year in 2021.

**11<sup>TH</sup> ANNUAL BEST PRACTICES SEMINAR – OCTOBER 5, 2023, VIRTUAL EDITION** - This year’s Best Practices Workshop took place virtually via an interactive webinar on October 5<sup>th</sup>, from 1pm – 4:30pm. Executive Director reported it was well attended and said a survey was distributed to get feedback on how the attendees felt about the structure and topics of the seminar. The webinar has been recorded and posted to the website for additional viewing.

**2023 ASSESSMENTS** – The Treasurer’s Office advises all member entities paid the final assessment payment for 2023.

**2024 AUTO ID CARDS/WC POSTING NOTICES/RENEWAL CERTIFICATE OF INSURANCES** – The 2024 auto ID cards and WC Posting Notices will be sent to each member entity representative for distribution the beginning of December. The NJCE Underwriting Manager’s Team will review any certificates which need to be re-issued for the 2024 renewal.

**NOVEMBER MEETING** – Executive Director said the Commission is not scheduled to meet in November. Our next meeting is scheduled for Thursday, December 7, 2023, at 1:00 PM.

**EMPLOYEE BENEFITS:** Ms. Panto said her report was included in the appendages of the agenda. The September report had a year-to-date total issue of 145 issues. Chairman Sheehan thanked Ms. Panto for her expertise and assistance in navigating the State Health Fund.

**TREASURER REPORT:** Chairman Sheehan reported the agenda included Resolution 69-23 October Bill List, Resolution 70-23 October Benefit Bill List.

**MOTION TO APPROVE RESOLUTIONS 69-23 THROUGH RESOLUTION 70-23**

Motion: Commissioner Burns  
 Second: Commissioner Christina  
 Roll Call Vote: 3 Ayes – 0 Nays

Chairman Sheehan noted the monthly Treasurer’s reports were included in the agenda and asked if anyone had questions on the reports; there were none.

**CLAIMS ADMINISTRATOR:** Chairman Sheehan presented Resolution 71-23 Inservco Liability Check Register for the period of 09/01/23 to 09/30/23.

**MOTION TO APPROVE RESOLUTION 71-23 LIABILITY CHECK REGISTER FOR THE PERIOD OF 9/1/23 to 9/30/23**

Motion: Commissioner Burns  
 Second: Commissioner Christina  
 Roll Call Vote: 3 Ayes – 0 Nays

**MANAGED CARE PROVIDER:** Ms. Goldstein reviewed the Client Bill Review Summary Report for the month September as noted.

Month	Number of Bills	Total Provider Charges	Total Allowed	Total Reductions	Net Reductions	Percent of Net Savings	PPO Penetration
September	36	\$29,976.73	\$14,824.72	\$15,151.64	\$13,030.41	91%	94%

**NJCE SAFETY DIRECTOR:**

**REPORT:** Mr. Prince advised the Safety Director’s report was included in the agenda and referred to the Risk Control Activities for September through October and training opportunities through December. The training opportunities can be found through the NJCE website.

**RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:**

**REPORT:** Ms. Violetti said her report was included in the agenda.

**2024 Underwriting Renewal Data** - All members’ renewal information has been inputted into the Origami and Broker Buddha Systems.

**2024 Safety Kick Off Meeting** - The 2024 Safety Kick Off meeting will be held on Thursday, January 11<sup>th</sup>, 2024, at Rowan College of South Jersey – Gloucester Campus at the Business Center from 8:00am – 10:00am. The topic will be first amendment audits and will be presented by Keith Hummel at J.A. Montgomery. Ms. Violetti said meeting invitations will be sent out shortly.

**UNDERWRITING SERVICES DIRECTOR:**

**ANCILLARY COVERAGES** - The following coverages for members could not be placed through the GCIC/NJCELJIF for its master programs at this time and it has been determined the following bond/policies need to be renewed.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
Library	Notary Bond	CNA	11/17/2023	\$79.62	\$91.00
Library	Volunteer Accident	QBE	11/23/2023	\$350.00	\$350.00

The 14% increase in premium on the Library’s Notary Bond is due to an increase in the number of notaries from 7 to 8. All other terms and conditions are per expiring.

**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES  
DIRECTOR TO RENEW ALL POLICIES AS OUTLINED ABOVE.**

Motion: Commissioner Burns  
 Second: Commissioner Christina  
 Roll Call Vote: 3 Ayes – 0 Nays

The following renewals are in process. We request authority to renew the policies contingent upon the premium not increasing more than 10% and no significant reduction in the terms and conditions. If there is, we will seek direction from the member and then advise the Commissioners accordingly.

Member	Coverage	Carrier	Exp. Date	Expiring Premium
County	Pollution Liability – Underground Storage Tanks	Liberty Surplus Insurance Companies	10/30/2023	\$4,431.64

**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES  
DIRECTOR TO RENEW THE ABOVE POLICY CONTINGENT UPON  
THE RENEWAL PREMIUM NOT INCREASING MORE THAN 10% AND  
NO SIGNIFICANT REDUCTION IN THE TERMS AND CONDITIONS.**

Motion: Commissioner Burns  
 Second: Commissioner Christina  
 Roll Call Vote: 3 Ayes – 0 Nays

**ATTORNEY:** NONE

**OLD BUSINESS:** NONE

**NEW BUSINESS:** Executive Director reported that effective January 1, 2024, that the NJCE is going to be using Microsoft Teams for virtual meetings. There has been no discussion about returning to in-person meetings at this time.

**PUBLIC COMMENT:**

**MOTION TO OPEN MEETING TO THE PUBLIC**

Moved: Commissioner Burns  
 Second: Commissioner Christina  
 Vote: Unanimous

Hearing no members of the public wishing to speak Chairman Sheehan asked for a motion to close the public comment portion of the meeting.

**MOTION TO CLOSE THE MEETING TO THE PUBLIC**

Moved: Commissioner Burns  
 Second: Commissioner Christina  
 Vote: Unanimous

**CLOSED SESSION:** Chairman Sheehan read and requested a motion to approve Resolution 72-23 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed. Chairman Sheehan advised Closed Session would be held using a Zoom breakout room.

**MOTION TO GO INTO CLOSED SESSION**

Motion: Commissioner Burns  
Second: Commissioner Christina  
Roll Call Vote: 3 Ayes – 0 Nays

**MOTION TO RETURN TO OPEN SESSION**

Motion: Commissioner Burns  
Second: Commissioner Christina  
Vote: Unanimous

Chairman Sheehan asked Mr. McCann to present the motion approving the SARs.

**MOTION TO AUTHORIZE A SETTLEMENT AUTHORITY FOR CLAIM #3530002359 IN THE AMOUNT OF \$22,500.00.**

**MOTION TO AUTHORIZE A SETTLEMENT AUTHORITY FOR CLAIM #3530002360 IN THE AMOUNT OF \$7,500.00.**

**MOTION TO AUTHORIZE A SETTLEMENT AUTHORITY FOR CLAIM #3530002383 IN THE AMOUNT OF \$15,000.00.**

**MOTION TO AUTHORIZE A SETTLEMENT AUTHORITY FOR CLAIM #3530002566 IN THE AMOUNT OF \$1,500.00.**

**MOTION TO AUTHORIZE A SETTLEMENT AUTHORITY FOR CLAIM #3530003144 IN THE AMOUNT OF \$155,000.**

Moved: Commissioner Burns  
Second: Commissioner Christina  
Roll Call Vote: 3 Ayes – 0 Nays

Chairman Sheehan advised the next meeting would be on Thursday, December 7, 2023, at 1:00 PM via Zoom.

**MOTION TO ADJOURN:**

Motion: Commissioner Burns  
Second: Commissioner Christina  
Vote: Unanimous

**MEETING ADJOURNED: 12:11 PM**

Minutes prepared by: Brandon Tracy, Assisting Secretary